



Full Governing Body Meeting Minutes The Federation of Church Schools of Shalfleet and Freshwater & Yarmouth



Date and time	Wednesday 26 th March 2025 at 6.00pm
Venue	Freshwater & Yarmouth C.E. Primary School
Governors	Mrs Carla Bradshaw (Foundation Governor) - Chair Mr Dale Sloan (Parent Governor) Mrs Debs Downer (Co-opted Governor) Mrs Lizzie Grainger (Headteacher) Mrs Tina Griffith (Foundation Governor) Mrs Laura Homes (Foundation Governor) Mrs Sylvia Smith (Staff Governor) Mrs Caroline Weeks (Foundation Governor) Mrs Sarah Woodburn (Co-opted Governor) Mr Max Dawes (Parent Governor)
Quorum	The meeting is quorate, attended by 10 Governors. A quorum is 6 Governors.
Attendees	Mrs Debbie Munn (Governance Professional)
Vacancies	4 – 1 Foundation Governor, 1 Local Authority, 1 Ex-officio and 1 Co-opted
Key	HT – Head Teacher SBM – School Business Manager FM – Finance Manager CPD – Continued Professional Development EWO – Education Welfare Officer PCSO – Police Community Support Officer IT – Inclusion Team LA – Local Authority FEY – Freshwater Early Years

Challenge Action, Decision, Support, Ring-fenced, FDP link

Distribution: All – Confidential minutes to those in attendance

The meeting commenced at 6.07pm with an opening prayer from Mrs Tina Griffith.

1.63 Apologies

- Stephen Holland sent his apologies which were accepted.

1.64 Declarations of interests on items forming the agenda

- Clerk is related to a staff member at FEY.

1.65 Minutes of previous meeting 05.02.2025 and matters arising (see action sheet)

- Minutes from the last FGM held on 05.02.2025 were duly accepted as an accurate and true record of the meeting by the governors.
Action 1 – ToR for EYFS and Pay Committee to be reviewed and signed at the next portfolio meetings and returned to the clerk for filing.
Action – Clerk to send out ToR for EYFS to Max Dawes and ToR for Pay Committee to Debs Downer for review and signing.

Signed

Date

Action 2, 3 & 4 – All completed.

Actions from Confidential Minutes

Action 1 – Completed

Action 2 - GW and HT to look at the overarching structure if the school were to take on FEY and then FM and SBM cost that structure and look at the premises and finance – Ongoing.

1.66 Headteacher's Written Report to include the following:

- **Mid-year update on FDP**

HT thanked the governors for their responses to the HT report.

- HT is very pleased with the EYFS/Pre-school team and how they are working together. Emma Haisell is going to complete a practise Ofsted of the Pre-schools. They are tightening the monitoring, improving the parity across the settings and looking at the curriculum as a team. Recently held Mother's Day events in both pre-schools and parents from both have contacted the HT to thank her. Now looking at developing the cultural capital map for both pre-schools.

Q: What is happening regarding CPD? The pre-schools have requested attachment and trauma training. This will be undertaken through Happy Minds. They have also asked for speech and language and Makaton training.

Latest research through the EYFS Headteacher's Update EYFS 90% of parents felt their children are school ready. ¼ of children arrive at Year R are not toilet trained. Research based leadership has taken what

research they have taken on and how they will implement it. This will then be monitored and revised depending on the impact. At the development day in June subject leaders will be looking at progression, word maps, prior learning packages etc.

If we get it right for SEN/ disadvantaged children we are getting it right for everybody.

- Policies are all up to date – *thanks given to Debs Downer.*
- Inclusion Team (IT) are working with so many families and are working well as a team. There has been a lot of work on behaviour management and trialling new approaches. Children with attachment and trauma can find school still challenging, -however the new approaches are working.

- **Update on attendance figures (pupils and staff)**

Attendance remains a key priority for the schools. The Federation manages attendance through thorough monitoring, looking at patterns and reporting to the assigned Attendance Governor.

The Federation follows clear guidance regarding holidays taken during term time and we emphasise/illustrate the importance of attendance to families through the newsletter and within attendance meetings. The Inclusion Manager is working closely with a very small number of families whose children who are experiencing barriers in coming to school.

The Inclusion Manager is working very closely with medical professionals, support services (such as CAMHS) and the LA attendance officer to do all we can to support the children by putting supportive measures in place and making reasonable adjustments.

The LA attendance officer has been assured the Federation that we are doing all we can to support the children.

Q: Do we go to homes and knock on doors?

There are a variety of methods we use to improve attendance and ensure children are safe.

We ensure that we make contact, via phone, with the families on a daily basis if their child is not at school. We inform Children's Services regarding a child's attendance if the family is open to them. In some cases, we complete a home visit to support the family and look at further ways we can work together to improve attendance. This can be very effective in establishing a positive working relationship with a family.

Q: Do we need to buy in external support to do this?

There is an SLA available through the LA. This is something we will consider as we budget for the coming year. We always look to ensure that our relationships with families is key and that we can offer them the support they need to improve children's attendance.

Q: What conversations are being had with the parents? It depends on the situation. There is a daily phone call. Through interrogation of the data and knowing our families well we offer as much support as possible.

Staffing update

Details in the report. The curriculum and monitoring role is to be developed next year. Two members of staff are looking at doing NPQ's - SEN and SLT. From next year planning to revamp PPA cover and Forest Schools.

The Learning Leader and Church Schools Leader to have more release time. Increase the IT to support the-HT and DHT with administrative tasks.

Q: How will the children cope with transition to secondary schools where they have a number of teachers?

We work closely with secondary colleagues to improve transition and consider what the children need in order to be successful at secondary school. The children in year 6 do have a range of teachers throughout their final years with us and through the development of the Events Calendar we provide children with opportunities for independence as they head towards Year 7.

Action – HT to contact a secondary school to shadow year seven children to see what it is like for them and what we can develop in year 6 to help them cope with transition.

HT had a fantastic JLT meeting today at F&Y. The one question asked was what can we do to improve our school. Some of the suggestions were; Benches next to the football pitch, a pond to investigate the lifecycle of frogs, Year 6 to go to West Wight Sports Centre for some PE lessons, a school chapel, more room to regulate for those that need it.

The suggestions will now be taken to the SLT meeting and a meeting with the PTFAs for both Schools. At the next JLT meeting, the children will be updated as to the actions suggested. Bringing those that are viable into an action plan. It has been very positive to capture and act upon the children's very sensible suggestions.

- **Safeguarding update**

- Details provided within the HT Report. Child protection across both schools is increasing as it is across all schools nationally. This is a significant and intense part of the school's work. The Respect Charter was highlighted as an essential document to set out expectations of how we work with all stakeholders and that this expectation is reciprocal. Reviewing policies impacting by the changes as well as speaking with HT colleagues regarding their processes and procedures.

1.67 Governing Body business

- **Membership**

Currently 4 vacancies – 1 Foundation Governor, 1 Local Authority, 1 Ex-officio and 1 Co-opted HT has met Francis and Sheila Best who are church goers, Francis used to be a governor. They have a real sense of community and offering back. Interested in the church element of the schools.

Action – HT to send Mr & Mrs Best's details to Carla to organise a meeting regarding joining the governing board.

Sylvia Smith (staff governor) is retiring at the end of this academic year but wishes to stay on as a governor so could move to co-opted and then we will have space for another teacher.

Action: Clerk to move SSm to Co-opted at start of new academic year. HT to discuss vacancy with teaching staff. If more than one staff member interested, there will be a ballot.

- **DfE/LA update**

- **Update on Governor Services SLA**

The Federation has signed up to the SLA for 2025/26. The cost of the service remained the same as for 2024/25. In addition to NGA Membership, new for 2025/26 is the NGA Learning Link with 60 modules across 10 topic areas, including a focus on induction training for new governors, ensuring good governance, school improvement, educational provision, SEND, finance, staffing and compliance in relation to safeguarding, health and safety and managing panels. Also, in addition to GovernorHub we will now have access to GovernorHub Knowledge (The Key) which includes interactive, online training for induction of new governors, link governors' roles and areas such as SEND, safeguarding, safer recruitment and panels. Also, the GovernorHub Training facility is returning.

Action – SBM to send CB DSL training information and dates.

- **School Place Planning**

Signed

Date

See confidential minutes

➤ **Discuss response to LA email re Headteacher Forum**

See confidential minutes

• **Diocesan/Churchlink update**

See confidential minutes

• **Training**

Clerk has sent reminders to governors to complete the statutory training required as some outstanding from 27th October 24 and 14th February 25.

Action – All governors to complete outstanding statutory training asap.

DS has attended Webinar: GT713 Holding Leaders to Account and Webinar: GT706

Understanding Finance in Schools

GP is booked on the Governance Professionals Conference on 26th and 27th March 2025

1.68 Reports (sent to all governors with no further questions)

• **Portfolio holder meeting minutes**

Community 06.03.25, Finance 10.03.25, Premises 20.03.25

• **Reports from staff**

Computing & Science

SC is doing a lot of work on AI and we have produced an AI policy regarding safeguarding.

• **Portfolio reviews**

Action – HT to contact Simone Robinson regarding MFL.

1.69 Approve SFVS

Approved and signed off.

1.70 Agree collaboration agreement

Approved.

1.71 Discussion regarding contacting Brighstone C.E. Primary

See confidential minutes.

1.72 Freshwater Early Years update

See confidential minutes

1.73 Any other business

HT gave feedback from NAHT meeting.

Debs Downer premises report has brought up some areas that need discussion.

Shalfleet car park as part of a local development is still in progress. There is also talk of a nature reserve with a pond.

Congratulations to Mr Roberts for the arrival of his baby boy.

1.74 Date of next meeting –

Wednesday 21st May 2025 6pm at Shalfleet C.E. Primary

The meeting closed at 9.30pm.

Signed

Date